

# Rules of Department of Economic Development

## Division 235—State Committee of Psychologists Chapter 7—Continuing Education

Title	Page
<b>4 CSR 235-7.005</b> Definitions .....	3
<b>4 CSR 235-7.010</b> Continuing Education .....	3
<b>4 CSR 235-7.020</b> Continuing Education Reports .....	3
<b>4 CSR 235-7.030</b> Categories of Continuing Education Programs and Credits .....	3
<b>4 CSR 235-7.040</b> Verification of Continuing Education Credits and Programs .....	4
<b>4 CSR 235-7.050</b> Variances .....	4

**Title 4—DEPARTMENT OF  
ECONOMIC DEVELOPMENT  
Division 235—State Committee of  
Psychologists  
Chapter 7—Continuing Education**

**4 CSR 235-7.005 Definitions**

*PURPOSE: This rule defines terms used in 4 CSR 235 Chapter 7.*

(1) “Accredited program, seminar, or activity”—Is a program, seminar, or activity presented under the auspices of—

- (A) Regionally accredited institution of higher education;
- (B) American psychology association;
- (C) Regional psychological association;
- (D) State psychological association;
- (E) Local psychological association;
- (F) American Medical Association; and
- (G) Other professional bodies or groups.

(2) “Committee”—The Missouri State Committee of Psychologists.

(3) “Credit hour”—At least fifty (50) minutes of instruction or the equivalent.

(4) “Psychologist”—A psychologist licensed to practice in the state of Missouri pursuant to section 337.010, RSMo et seq.

(5) “Accredited sponsor”—A sponsor all of whose programs, seminars, or activities are accredited.

(6) “Continuing education credit”—One (1) credit hour.

(7) “Recognized educational institution”—A school, college, university, or other institution of higher learning in the United States which has a graduate program in psychology and is accredited by one of the regional accrediting associations approved by the council on postsecondary accreditation, or one of the regional accrediting associations recognized by the Department of Education.

(8) “Reporting cycle”—Two (2) years from December 1, 1999 through November 30, 2001, and every two (2)-year period thereafter.

*AUTHORITY: section 337.050.12, RSMo Supp. 1998.\* Original rule filed Dec. 31, 1998, effective Aug. 30, 1999.*

*\*Original authority: 337.050, RSMo 1977, amended 1981, 1989, 1993, 1995, 1996, 1998.*

**4 CSR 235-7.010 Continuing Education**

*PURPOSE: This rule implements the continuing education mandates.*

(1) Every psychologist licensed in Missouri shall, on or before February 1, 2002, and every two (2) years thereafter, complete or otherwise obtain for the immediately preceding two (2)-year reporting cycle at least forty (40) hours, or such other number of credits as herein provided, of accredited “continuing education credits” (herein CE credits) relevant to the practice of psychology.

(2) At least fifteen (15) of the forty (40) continuing education credits must be completed within Category A (i.e., formal programs which meet the requirements of 4 CSR 235-7.030(1)(A)); and the remaining twenty-five (25) CE credits must be completed in either Category A or in Category B (i.e., informal programs or hours which meet the requirements of 4 CSR 235-7.030(1)(B)).

(3) Continuing education credits earned after November 30 for the immediately preceding reporting cycle shall be applied to the next two (2)-year reporting cycle. The first reporting cycle shall be for the period December 1, 1999 through and including November 30, 2001; and each reporting period thereafter shall run from the next December 1 to November 30 two (2) years later (i.e., December 1, 2001 through November 30, 2003, etc.).

(4) A psychologist who is or becomes licensed during the middle of a reporting period shall be entitled to and shall receive a “pro-rata” reduction in the number of required credits at the rate of five (5) hours for every three (3) full months between the date of licensing and what would be the normal date of commencement for the reporting cycle.

(5) If in any two (2)-year cycle, the number of continuing education credits earned from Category A in 4 CSR 235-7.030 exceeds forty (40) credits, the excess credits over forty (40) may be carried over to the next two (2)-year cycle, up to a maximum of fifteen (15) hours.

*AUTHORITY: section 337.050.12, RSMo Supp. 1998.\* Original rule filed Dec. 31, 1998, effective Aug. 30, 1999*

*\*Original authority: 337.050, RSMo 1977, amended 1981, 1989, 1993, 1995, 1996, 1998.*

**4 CSR 235-7.020 Continuing Education Reports**

*PURPOSE: This rule establishes the criteria for maintaining continuing education program records.*

(1) Every psychologist shall maintain for a period of four (4) years from the completion of each reporting cycle full and complete records of all accredited continuing education (CE) programs attended or accredited continuing education credit hours earned during the immediately preceding two (2)-year reporting cycle.

(2) Such records shall be made available, upon reasonable request during regular business hours, to the committee or to such authorized representative as the committee may hereafter appoint from time-to-time for inspection, photocopying, or audit.

(3) For all Category A programs, such records shall, at a minimum, contain a listing of all programs attended by course name and for all accredited programs information showing either that the program sponsor is an accredited CE sponsor or that such individual program had been properly accredited, the number of CE hours awarded or earned for each such program or activity, and a copy of the program agenda, outline, or other course description.

(4) For the license renewal period commencing February 1, 2001 and every renewal period each two (2) years thereafter every psychologist shall attest on the license renewal application form, compliance with 4 CSR 235-7.010. The committee may audit as deemed necessary.

*AUTHORITY: section 337.050.12, RSMo Supp. 1998.\* Original rule filed Dec. 31, 1998, effective Aug. 30, 1999.*

*\*Original authority: 337.050, RSMo 1977, amended 1981, 1989, 1993, 1995, 1996, 1998.*

**4 CSR 235-7.030 Categories of Continuing Education Programs and Credits**

*PURPOSE: This rule implements the continuing education mandates.*

(1) The committee recognizes the following categories of continuing education programs, seminars or activities and established credit hours.

(A) Category A formal activities, a minimum of fifteen (15) credits per reporting cycle. Category A activities are defined as—

1. Formal continuing education programs that may consist of programs, seminars, or activities accredited by any accredited or identified sponsor listed in 4 CSR 235-7.005(1). The number of continuing education credits assigned by an association as defined in these rules will be accepted.

2. Regularly scheduled postgraduate courses offered by a "recognized educational institution" as defined in 4 CSR 235-7.005(7), which are relevant to the practice of psychology. One-quarter (1/4) hour of academic credit constitutes ten (10) continuing education credits. One (1) semester hour of academic credit constitutes fifteen (15) continuing education credits.

3. Writing or speaking, including a paper or other presentation at a formal professional meeting, a paper published in a professional journal, or a book or an original chapter in an edited book in the area of psychology or a related field. Credit will be granted for the year of publication or presentation in the case of a paper. Continuing education credits will be granted at the rate of four (4) for each paper or presentation, eight (8) for each chapter in a book, ten (10) for editing a book, and fifteen (15) for the publication of a book.

(B) Category B other programs, seminars, or activities, a maximum of twenty-five (25) credits per reporting cycle of Category B activities may count towards the two (2)-year, forty (40) continuing education credit hour requirement in 4 CSR 235-7.010. Category B programs, seminars, or activities are defined as—

1. Self-study.

A. Any licensed psychologist may receive up to ten (10) hours of self-study credit in a two (2)-year reporting cycle by studying psychology related material, including but not limited to videotapes, audiotapes and publications, in furtherance of general academic and professional competence; and

2. Other continuing education experiences. The committee will accept a maximum of eight (8) hours of continuing education received from any or all of the five (5) categories of continuing education experiences found in this paragraph unless otherwise specified. The categories of continuing education experiences and the number of hours of continuing education for each category are as follows:

A. Meetings. Registered attendance at relevant professional meetings (international, national, regional, state, local). Three (3) hours per day;

B. Workshops, seminars and courses. Registered attendance at relevant nonaccred-

ited workshops, seminars or academic courses. Number of actual attendance hours;

C. Publications. Books, articles published by applicant in relevant professional books, journals, or periodicals. Three (3) hours in a non-refereed journal; six (6) hours in a refereed journal;

D. Presentations. Presentations by applicant at relevant professional meetings (international, national, regional, state, or local). Number of clock hours for a maximum of three (3) hours per presentation; and

E. Individual study. Self-study of professional material including relevant books, journals, periodicals, tapes, and other materials and preparation of relevant lectures and talks to public groups. Preparation credit may not be claimed under this category for presentations credited under paragraph 1. of this subsection. The committee will accept a maximum of four (4) hours continuing education credits in individual study.

(2) Experience Not Acceptable for Continuing Education. The board will not consider personal psychotherapy, workshops for personal growth, or services to professional associations as meeting the requirements for continuing education.

*AUTHORITY: section 337.050.12, RSMo Supp. 1998.\* Original rule filed Dec. 31, 1998, effective Aug. 30, 1999.*

*\*Original authority: 337.050, RSMo 1977, amended 1981, 1989, 1993, 1995, 1996, 1998.*

#### **4 CSR 235-7.040 Verification of Continuing Education Credits and Programs**

*PURPOSE: This rule implements the continuing education mandates.*

(1) At the end of each two (2)-year reporting cycle, each licensee shall attest on the license renewal application provided by the committee the continuing education requirements by the first of February immediately following the completion of the recording cycle.

(2) The licensee need not submit the specific verification of each continuing education experience claimed, but the individual licensee shall maintain records of continuing education credits as would substantiate meeting these regulations for five (5) years following the submission of the reporting form.

(3) The committee may require the licensee to submit documents for proof of compliance.

Upon receipt of the notification requesting said documents the licensee shall forward documents to the committee's office within thirty (30) days.

(4) Failure to provide the committee with proof of compliance with the continuing education credit requirement when requested will be considered a violation of the practice act and shall be cause for discipline pursuant to section 337.035, RSMo.

*AUTHORITY: section 337.050.12, RSMo Supp. 1998.\* Original rule filed Dec. 31, 1998, effective Aug. 30, 1999.*

*\*Original authority: 337.050, RSMo 1977, amended 1981, 1989, 1993, 1995, 1996, 1998.*

#### **4 CSR 235-7.050 Variances**

*PURPOSE: This rule implements the continuing education mandates.*

Variances will be granted on a case-by-case basis upon written petition to the committee. The committee will review requests at the next regularly scheduled quarterly meeting following receipt of the request for a variance.

*AUTHORITY: section 337.050.12, RSMo Supp. 1998.\* Original rule filed Dec. 31, 1998, effective Aug. 30, 1999.*

*\*Original authority: 337.050, RSMo 1977, amended 1981, 1989, 1993, 1995, 1996, 1998.*